

SUMMARY SHEET FOR PRESENTATION AT 2016 PUBLIC HEARING

Explained by ROGER

ARTICLE 4. To see if the Town will vote to raise and appropriate the sum of \$50,000 to be added to the Property Maintenance Expendable Trust Fund.

Property Trust – No change in requested appropriation from 2015.

Projects completed in 2015 included replacing areas of carpeting at the Police Station as well as the Community Development Department (conference room); security improvements were added to the Town Hall as well as an electronic handicapped access door was added to the building; wildlife mitigation was completed in the Armstrong Building; and heating repairs were made to the Fire Station system. Current balance of Trust at 12/31/15 is approximately \$20,000, which has been reserved for replacing the HVAC system at the Community Development Department. Additional projects that will receive priority in 2016 – (1) additional carpeting replacements at various buildings, (2) repairs/replacements of the HVAC systems at either the Police Station or Fire Station, depending on funds available and need, and (3) interior painting in several buildings.

Explained by AL

ARTICLE 5. To see if the Town will vote to raise and appropriate the sum of \$30,000 to be added to the Earned Time Expendable Trust Fund.

Earned Time Trust –

The following shows the history of the funds raised for this account:

\$30,000 was funded annually from 1995-2001;

\$0 approved '02-03;

\$30,000 approved '04-05;

\$20,000 for 2006; \$30,000 '07-08;

\$0 approved for 2009

no request was made by the Board for 2010, 2011 & 2012 as a cost saving measure.

\$0 approved in 2013

\$30,000 approved in 2014, and 2015

Current balance of Trust as of 12/31/15 is approximately \$220,000. Total liability as of 12/31/15 is approximately \$1,130,000. Five (5) employees retired in 2015. Their respective earned time buyouts (total \$114,711) were absorbed by the respective department budgets in order to preserve the Trust.

Explained by JOEL

ARTICLE 6. To see if the Town will vote to raise and appropriate the sum of \$32,500, said amount to be withdrawn from the balance in the previously established Searles Special Revenue Fund for payment of both marketing related and maintenance related costs associated with the Searles Building. Approval of this article will have no additional impact on the tax rate.

Note: Some of the specific expenses paid from these funds include the salary of our part time coordinator to market the building, advertisement costs, and maintenance related projects and services to maintain the building and “set ups” for events. As of 12/31/15, the revenue fund has approximately **\$15,085** in the account.

Explained by BRUCE

ARTICLE 7. To see if the Town will vote to raise and appropriate the sum of \$75,100 for the purpose of paying the final of three lease payments associated with the Fire Department Ambulance leased in 2014. This article is part of the Capital Improvements Program.

Note: This article is part of the Capital Improvement Program. Note – the original purchase of the ambulance included a non-funding clause which requires us to bring this forward to each separate Town Meeting over the years 2014-2016.

Explained by ROSS

ARTICLE 8. To see if the Town will vote to raise and appropriate the sum of \$180,000 for the purpose of purchasing a Highway Truck (5 Ton) and necessary equipment and materials to place the vehicle into service, and further to authorize the acceptance of \$144,000 of this appropriation from the State of New Hampshire as part of an approved grant to fund 80% of the project, with the balance of \$36,000 to come from general taxation. Should this article be approved but the State reimbursement not occur, this article will be considered null and void. This will be a non-lapsing account per RSA 32:7, VI and will not lapse until the purchase is complete or for a period of two (2) years, whichever is less. This article is part of the Capital Improvement Program.

Note: This article is part of the Capital Improvement Program. Funds are to be used to purchase a new vehicle to be added to the department. The Town is applying for a grant to offset 80% or \$144,000 of the cost of the truck under the State and Federal Salt Reduction program. If approved, this will be the fourth truck purchased under this program.

Explained by BRUCE

ARTICLE 9. To see if the Town will vote to raise and appropriate the sum of \$90,000 for the purpose of making improvements to the former Skate Park at Griffin Park, 111 Range Road (Lot 22-R-900), to include passive recreation areas for both seniors and children including a gazebo, ADA compliant chess/checker and picnic tables and chalk art space. Also to include landscaping beautification with pavers and cemented benches. This article is part of the Capital Improvements Program.

Note: This article is part of the Capital Improvement Program. Improvements planned are based on a design by the Recreation Committee. The Committee estimated the total cost of the project to be \$200,000 with contingency. The difference between the funding proposed and the final cost would need to be raised from donations or the project could possibly be phased.

Explained by JOEL

ARTICLE 10. To see if the Town will vote to raise and appropriate the sum of \$50,000 to hire a consultant to complete a full inventory, analysis and digitization of Town records held in the town vault, along with a software application for remote access to the files. This article is part of the Capital Improvements Program.

Note: This article is part of the Capital Improvement Program.

Explained by ROSS

ARTICLE 11. To see if the Town will vote to raise and appropriate the sum of \$50,000 to complete update of the Town's Master Plan, including hiring a consultant to assist the Planning Board with research of information and document editing/formatting.

Note: While this project was supported by the CIP Committee and Planning Board to be part of the approved CIP recommendations, the Board of Selectmen voted to support the project only as a separate warrant article without reference to the CIP as Board members did not feel the project meets the definition of a "Capital Project", but do support the need to update the Plan.

Explained by ROGER

ARTICLE 12. To see if the Town will vote, in accordance with RSA 80:80 (V) to retain lot 1-B-1025 and further to designate said parcel as Conservation Land under the care of the Conservation Commission.

Note: During the past year the Board of Selectmen decided to retain the town lot on Blueberry Road rather than continue the original intention to sell the parcel. As a result of that decision it was determined that the best use of the property was to place it under the stewardship of the Conservation Commission. The lot, originally comprised of three smaller lots that have been merged together, was acquired by Tax Deed in 1991.

Explained by AL

ARTICLE 13. To see if the Town will vote to approve the proposed lease agreement between the Town and Jay Yennaco or his assignee, for the lease of the former police station property at 21 Haverhill Road (Lot 20-D-900). Said lease contains the following terms:

- An initial term of five (5) year
- The ability of the Selectmen, in their discretion, and upon request, to extend the lease for four (4) additional five (5) year terms
- Annual lease payment of \$2500 paid in monthly installments
- Lessee to pay utilities and an amount equal to assessed real estate taxes as required under RSA 72:23 (I)
- A right of first refusal, giving the Lessee the option to purchase the property if the Town should pursue authority to sell the property at a later date. [NOTE: This article does not authorize the sale of such property].

Note: During the past year the Board of Selectmen solicited proposals to use the former police station. Mr. Yennaco submitted the only proposal at the time and the Board agreed to develop a lease agreement for review and submittal to the Town Meeting. If the Board determines that it is in the best interest of the Town to continue to move forward, a lease will need to be authorized by the Town Meeting. The article as drafted would provide the Board the authority to do just that.

Explained by ROGER

ARTICLE 14. To see if the Town will vote to release from public dedication (if any) and authorize the Board of Selectmen to convey to George and Nancy Kimball a parcel of land associated with a proposed future road located between Lots 25-D-3 and 25-D-2 on Rock Pond Road, for two thousand (\$2,000) dollars and such other terms and conditions satisfactory to the Board of Selectmen.

Note: The intent of this article is to convey a 50' by 225' strip of land owned by the town which was set aside as a possible "future road" at the time the "Pine Hill Subdivision" was completed in 1970. Since that time the area where the road "could" have gone was further development into the present day Sharon Road, basically negating the need for the road. This article would eliminate any interest the town had in the parcel and convey it to one of the current abutters. Note that this parcel was acquired by the town via a tax deed in 1990. A similar article was approved by the 2015 Town Meeting however that article, which would have sold the parcel to both abutters, could not be exercised as one of the abutters changed their mind and was no longer interested in moving forward.

Explained by JOEL

ARTICLE 15. To see if the Town will vote to discontinue sections of the former Route 111 right-of-way in front of parcels 11-A-450 (1 Indian Rock Road), and 11-A-500 (7 Indian Rock Rd), which lie outside the current right-of-way of State Route 111, which portions were turned over to the Town as Class VI roads by the State of New Hampshire by letter dated June 27, 2012.

Note: Approval of this article would essentially eliminate any of the town's interest in the reference sections of the old Route 111 which were reclassified by the State of NH in 2012. These areas have existed since the current Route 111 was developed. The land would then by statute revert to the abutting property owners to the center line of the old road. The owner of the land is paying any legal costs associated with this transaction.

Explained by ROSS

ARTICLE 16: To see if the Town will vote to adopt the following By-law as follows:

BY-LAWS:

MANAGEMENT OF CAMPBELL FARM AREA (137 Kendall Pond Road – Lot 1-C-100):

SECTION I: PURPOSE:

In order to promote the passive recreation use of and to manage the Campbell Farm and surrounding acreage for conservation and recreation purposes, and to protect its natural resources, the Windham Town Meeting adopts the following use regulations for the area pursuant to the authority granted to the Town by RSA 31:39.

SECTION II: PERMITTED USES WITHIN THE CAMPBELL FARM AREA:

- A) Passive recreational activities such as hiking, picnics (please carry out all litter), bird watching, etc., that are consistent with the purpose of these By-laws, which is to protect the natural resources of this area.

SECTION III: PROHIBITED ACTIVITIES WITHIN THE CAMPBELL FARM AREA:

- A) Hunting and trapping and/or discharge of firearms. The area will be posted against these activities pursuant to RSA 635:4.
- B) The use of motorized vehicles is prohibited subject to the following exceptions:
 - 1. Upon the authorization of the Selectmen and the Conservation Commission, motorized vehicles may be permitted for any maintenance or construction work needed to implement management plans for the area.
 - 2. Law enforcement vehicles/emergency vehicles may be permitted within this area at any time.
 - 3. Parking is permitted only in designated parking areas.
- C) Littering and disposal of garbage, trash or motor vehicles.
- D) Cutting, digging up, or otherwise willfully damaging trees, shrubs or plants except as authorized by the Conservation Commission.
- E) Building of fires.
- F) Swimming from the banks of Beaver Brook.
- G) Camping.
- H) Access to the Campbell Homestead or its curtilage.

SECTION IV: VIOLATIONS

Violations of these By-Laws shall be punishable by assessment of the following fines:

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| A) Hunting, trapping, discharge of firearms | \$ 100.00 |
| B) Unauthorized use of motor vehicles | 50.00 |
| C) Littering as described in III, C | 100.00 |
| D) Unauthorized cutting, digging up or otherwise willfully damaging trees, shrubs or plants | 100.00 |
| E) Camping, building of fires, swimming from the banks; each offence | 50.00 |
| F) Interference with the Campbell Homestead; each offense | 50.00 |
- Violators may also be subject to penalties imposed per State Statute(s) regarding trespassing, criminal mischief or similar offenses

SECTION V: PENALTIES

All fines collected shall be turned over to the Town Treasurer and deposited to the General Fund of the Town.

SECTION VI: ENFORCEMENT

This ordinance shall be enforced by the Windham Police Department.

SECTION VII: SEVERABILITY

If any section, clause, provision or phrase of these by-laws shall be held to be invalid or unconstitutional by any court of competent authority, such holding shall not affect, impair or invalidate any other section, clause, provision, portion or phrase of these by-laws.

SECTION VIII: WAIVERS

The Windham Conservation Commission is authorized to make exceptions or grant waivers regarding the permitted/prohibited uses within the Campbell Farm area for limited (in time) specific events or activities for good cause shown provided such activities are not inconsistent with the purposes for which such land was acquired as set forth in RSA 36-A:2.

<p>Note: The proposed bylaws are similar to those previously approved for the Deer Leap and Fosters Pond Conservation Areas, as well as most recently (2015) for Moeckel Pond and the Rte 28 Town Forest.</p>
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Explained by BRUCE

ARTICLE 17. To see if the Town will vote to authorize the Selectmen to convey to the Southeast Land Trust of New Hampshire a third party conservation easement over all or portions of parcels previously acquired in the name of the Town on behalf of the Conservation Commission formally designated as Lots 8-B-3002, 8-B-5000, and 8-B-6150 for the purpose of restricting the uses of said lands to conservation forestland, wetlands and wildlife habitat. Said easements shall qualify the Town for possible receipt of certain grant funds to reimburse the Town Conservation Fund for a portion of the acquisition costs of said parcels, and shall be on terms and conditions acceptable to the Selectmen.

Note: The establishment of a third party easement is a condition of the grant which has already been approved. A similar easement was placed on other parcels around these back in 2008, again as part of a reimbursement grant.

Explained by AL

ARTICLE 18: To see if the Town will vote to begin compensating the position of Elected Town Clerk on a salary and benefit basis beginning on April 1, 2016 and discontinuing the current practice of compensating the Clerk's position on a total fee basis. If approved, the Clerk will be compensated at the equivalent of an annual salary of \$80,000 beginning on April 1, 2016 plus normal benefits offered to town employees; except that health benefits will be limited to either a single plan level benefit or a stipend in lieu of health insurance equivalent to the individual's maximum eligible plan level. The Town in turn would begin receiving any and all fees currently being collected by the Clerk, including any future increases in said fees.

Note: The proposed article would change the way the Town Clerk position is compensated. Windham is one of a few communities that pay their Clerk, who serves as the town's municipal agent (processing car registrations etc), on solely a fee basis. If approved the Clerk would be compensated on a salary and benefit basis rather than fees. Based on expected 2016 numbers, the net annualized difference reflects approximately a \$15,000 savings to the town.

Explained by BOARD

ARTICLE 19. Shall the Town raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$13,575,349.39. Should this article be defeated, the operating budget shall be \$13,337,634.39 which is the same as last year, with certain adjustments required by previous action of the town, or by law, or the governing body may hold one special meeting in accordance with RSA 40:13 X and XVI to take up the issue of a revised operating budget only.

Town Officers' Salaries	\$ 3,080
Administration	496,485
Town Clerk Expenses	286,470
Tax Collector Expenses	141,810
Election and Registration	40,775
Cemeteries	41,200
General Gov't Buildings	519,850
Appraisal of Properties	180,620
Information Technologies	231,390
Town Museum	5
Searles Building	26,720
Legal Expenses	52,400
Retirement Service Charges	4,000
Insurance	286,570

Contracted Services	5
Police Department	2,908,220
Dispatching	478,450
Fire Department	3,295,620
Emergency Management	6,670
Community Development	487,370
Town Highway Maintenance	1,202,030
Street Lighting	17,220
Solid Waste Disposal	819,550
Health and Human Services	34,760
General Assistance	57,040
Library	1,079,590
Recreation	212,690
Historic District Commission	6,000
Conservation Commission	5,560
Senior Center	4,960
Cable TV Expenses	114,960
Interest Expenses (TANs)	500
Long Term Debt	172,779.39
<i>(Principal \$120,674.45 and Interest \$52,104.94)</i>	
Capital Outlay – Roads (Part of CIP)	360,000

**Note:* Warrant Article 19 (operating budget does not include appropriations proposed under any other warrant articles).

Notes: This overall operating budget article can be explained by all Selectmen.
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General Notes:

Salaries:

1. Employees – No changes in employees or hours except an additional 250 hours for the PT Town Clerk (annually).
2. COLA Increases – 2.0% - for Non-Union Employees – cost of \$48,900 (41 employees).
3. COLA Increases – 2.0% - for Fire Union Employees – cost of \$25,740 (20 employees).
4. COLA Increases – 2.0% - for Municipal Union Employees – cost of \$12,990 (19 employees).
5. COLA Increases – 2.0% - for Police Union Employees – cost of \$19,120 (22 employees).
6. Step Increases – Combined cost of \$23,060 across all departments (26 employees).
7. Earned time Buyouts – Compensation paid to eligible employees who have Earned time balances exceed allowed maximum accruals. Employees can be paid up to 80 hours above their maximum allowances or 96 hours depending on the Union/Non-Union group they belong - \$37,516
8. Health Insurance – Net change across all departments \$64,970
9. State Retirement – Net increase of \$72,530– across all departments
10. Continued Removal of Selectmen’s Salaries for 2016 – Voted by Board of Selectmen – Savings of \$6,100

General Government - AL

The 2016 Budget request for General Government items is \$2,311,375 representing an increase of \$135,860 or 5.76% above the 2015 totals of \$2,185,515.

Main areas of change, aside from Salary increases due to COLA adjustments for non-union employees, as well as increases in retirement and health insurance costs, -

Admin – Decrease of (\$10,465) mainly due to change in the position of Finance Director

Town Clerk- Increase of \$40,610 mainly due to \$1 increase/registration paid to the Clerk as part of her fees. These cost, approximately \$20,000, are offset by revenues.

Elections – Increase of \$23,485 due to having more elections planned for 2016 versus 2015

General Govt Buildings – Increase of \$58,420. \$42,000 of this increase is due to hiring of a contracted janitorial firm to augment our maintenance staff – the cost of same is offset by a similar level of reduction in the Solid Waste regular salary account; addition areas of increases reflect a more proactive monitoring program of pest control, as well as an increase in property maintenance needs.

Assessing – Reduced by (\$12,660) as a result of the net difference between a fulltime employee and a contracted firm to handle the assessing duties. The Town began using a contracted firm in October 2015.

IT – Decrease of (\$11,030) mainly due to reduction in GIS costs.

Public Safety - BRUCE

The 2016 Budget request for Public Safety items is \$7,176,335 representing an increase of \$242,510 or 3.5% above the 2015 totals of \$6,933,825.

Police Department shows an overall increase of \$153,820 – due to a full year of salary for the new CSO position hired in 2015 as well as several employees eligible for step increases (total salary increases of \$92,750); increase in overtime costs based on actual expenses and trend over past three years, higher retirement costs based on increase in rates (\$43,000), as well as an increase in health insurance costs due to rate increases and benefit changes by employees (\$18,000). Overall operating budget, outside of salary and benefit increases, is stable from 2015.

Dispatch – Overall increase of \$25,270 mainly due to increase in costs associated with our contract with the Town of Derry to dispatch our fire services.

Fire Department shows an overall increase of \$63,430 – includes Retirement Cost increases of \$39,000; \$28,760 increase in Overtime; \$30,000 more in Vehicle Equipment (includes replacement of command vehicle), (\$45,460) less in Ambulance Equipment (due to a large onetime expenses in 2015 for Chest Compression System not being repeated); and \$8,700 more in Communication Equipment (to replace a emergency radio system on Jenny's Hill)

Emergency Management – Level funded from 2015.

Community Development Department shows an overall decrease of (\$10) – due to less contracted service costs.

Highways, Streets and Bridges - ROSS

The 2016 Budget request for Highway items is \$1,219,250 representing an increase of \$49,280 or 4.21% over the 2015 totals of \$1,169,970.

Highway Department shows an increase of \$48,450 mainly due to increase of \$27,000 in Winter Maintenance as a result of a policy change to now plow the sidewalks along Route 28 and Salem Road as well as the paved paths within Griffin Park. Budget also includes \$25,000 for the Route 111 Beautification Committee to be able to install “welcome to Windham” signs (in four to five locations).

Solid Waste Disposal - ROGER

The 2016 Budget request for Solid Waste items is \$819,550 representing an increase of 2,075 or .25% above the 2015 totals of \$817,475.

Slight increase due mainly to savings in Salaries due to \$42,000 being removed and reallocated into the Maintenance Department for the purpose of hiring a contracted janitorial firm to augment our maintenance staff. Budget does include increases of \$30,680 for Waste Removal and \$12,330 for Demolition Removal based on tonnage processed and cost per ton to dispose; \$9,000 is also included as a 50% grant match to replace our lighting in the building with more energy efficient lights.

Health and Human Services - JOEL

The 2016 Budget request for Health and Human Service items is \$34,760 representing an increase of \$400 or 1.16% above the 2015 totals of \$34,560.

Health - Shows increase of \$400 due to salary changes for the part time drivers who transport residents to doctor and other appointments as well as shopping trips; and slight increase for the Meals on Wheels program.

General Assistance (Welfare) - JOEL

The 2016 Budget request for Welfare Service items is \$57,040 representing a decrease of (\$0) or (0.00%) under the 2015 totals of \$57,040.

No changes from 2015.

Culture and Recreation - AL

The 2016 Budget request for Culture and Recreation items is \$1,423,760 representing a decrease of (\$18,160) or (1.26%) under the 2015 totals of \$1,441,920.

Library budget decreased (\$24,560) due mainly to staffing changes and the resultant lower cost associated with less seasoned personnel for both salary and benefit related costs.

Recreation budget increase of \$2,640 due to wage adjustments for normal COLA increase.

Cable budget increased \$2,010 due mainly to the general COLA adjustment and health rate increase.

Senior Center budget decrease of (\$1,380) due to lower utility rates.

Historic District Commission budget increase of \$3,000 to allow for Commission to host a series of historic presentations / educational programs.

Conservation Commission budget is \$130 more due to higher Dues costs.

TAN Interest - ROGER

The 2016 Budget request for TAN Interest is \$500 representing a \$0 increase or 0.00% from 2015.

The intent of these funds is to provide a small amount to cover possible borrowing needs for a short term duration if taxes are delayed or do not come in as quickly as needed.

Long Term Debt - ROSS

Notes due include: (interest rates in parenthesis)

(1) Campbell Farm Purchase - principal \$ 60,674.45 - interest \$ 25,104.94 (3.91%) total \$ 85,779.39 - 2/10 payments

Note: The Campbell Farm Bond covers a 10 year bond to purchase the Campbell Property (acquired in 2014). The expectation is that the payment of said bond will be covered by the Conservation Fund each year. However based on the "Law of Gross Budgeting" we have to appropriate the debt funds – we will have an offsetting revenue at the tax rate setting time so the impact will be \$0

(2) Fire Engine Purchase - principal \$ 60,000 - interest \$ 27,000 (3.91%) total \$ 87,000 - 1/10 payments

Note: The Fire Engine bond has yet to be issued due to the fact that we cannot execute the bond until the Engine has been built (estimated to be done by May). The figures above are based on estimates.

Capital Outlay – Road Improvements - \$360,000 - BRUCE

Note: This article is part of the Capital Improvement Program. Funds to be used towards the improvements being made to a road needing large scale reconstruction or improvements. Final determinations will be made in the spring.